**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, November 20, 2023**

**Present:** Kent Weis (President), Toby Farrell (Secretary), Leslie Wyse, Ron Busdeker, Kevin Gladden, Claire Lawrence

**Library Staff Present:** Jennifer Fording (Director), Hubertien Smith (Branch Manager), Brianne Markley (Fiscal Officer)

**Absent:** Linda Bringman

1. **CALL TO ORDER:** President Mr. Weis called the meeting to order at 7:00 p.m. at the Elmore facility.

**2. SECRETARY’S REPORT:** The October 9, 2023 Regular Meeting minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the October financial statements and reports. The Bank Reconciliation showed all figures balancing for the month with no outstanding receipts or adjustments. The Appropriation Status, Fund Status, Revenue Status, and Wage Earnings all looked to be in good standing with no issues to address. (See attached documentation included in Secretary’s records.)

**Resolution 2023-67. Be it resolved to accept the Fiscal Officer October 2023 Report as presented.**

Motion made by Ms. Lawrence, motion seconded by Mr. Wyse.

Motion carried by unanimous voice vote.

* **2024 Budget -** Projections provided and reviewed for informational purposes prior to the Board’s December meeting. (See attached documentation included in Secretary’s records.)
* **2024 Projected Salaries -** Projections provided and reviewed for informational purposes prior to the Board’s December meeting. (See attached documentation included in Secretary’s records.)

 **4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2023-68. Be it resolved to accept the following gifts and memorials for the month of October:**

Harris-Elmore Public Library Operations $75 Kathleen Kroos

Motion moved by Mr. Busdeker, motion seconded by Ms. Lawrence.

Motion carried by unanimous voice vote.

* The annual Ottawa County Voting Forum was held at both libraries this year. Our new Ohio House of Representative Elgin Rogers attended and spoke at the Genoa facility. The forums were well attended and much appreciated by the patrons.
* The Elmore Ghost Walk is now available virtually on the Library’s website. A map of the 30 locations, videos, photographs, and background history is available for a self-guided tour.
* Mrs. Fording and Abigail Sullivan worked together to submit an LSTA Grant to expand our Library of Things collections at both libraries. This collection includes non-traditional library items such as hotspots, laptops, glue guns, cake pans, and board games. Winners of the grant will be notified mid-December.
* Community Christmas parties are Dec. 2, 2023 (Elmore) and Dec. 9, 2023 (Genoa). This year will be historically themed with crafts, games, snacks, and presentations representing the different historical eras. Storytime and pictures will be held with Santa.
* Staff Trainings this month included:

 Katie Blum: McGraw Hill Power Hour: New Functionality & Enhancements (NEO)

 Nathan Young: After Care: How Employees Can Care for Themselves and Their Coworkers

 After Difficult Patron Interactions (NORWELD)

 Holly Thill: Sensory Storytimes (NORWELD)

* (See attached documentation included in Secretary’s records.)

**5. BRANCH MANAGER’S REPORT:**

* The HVAC and sewer line projects are now complete. The chain link fence has been installed. The roof was installed by Ace Roofing on November 11, 20203. Some rotting wood had to be replaced so that caused the price to rise to $37,852.20 from the original quote of $35,625.00.
* Outreach opportunities included the Genoa Retirement Village Trunk or Treat event, as well as a lot of programming activities with the Genoa Senior Center and the Genoa Retirement Village. Book order deliveries, Jeopardy, and a Halloween party at the Ottawa County Fairgrounds were all enjoyable events for our senior patrons.
* Other programming events this month included Dungeons and Dragons and True Crime.
* Small Town Pride will not be expanding into Port Clinton Ida Rupp library this year due to limited meeting space as a result of renovations.
* Employee self-evaluations have been completed. Issues that will be looked into include unattended children and tweens who cause behavior problems after school.
* Mrs. Smith’s last day as Genoa Branch Manager will be December 30th. She has put in her 6-week notice. Childcare issues have caused Mrs. Smith to be unable to work full-time.
* Staff Trainings this month included:

 Tricia Kline: Substance Abuse: An overview of the effects and risks of common drugs;

 Adding, Weeding, and Augmenting Your Collections

 Bekkir Barbier: Freegal Music+; Dragon Readers

 Meghan Peifer: Community Connector; Advocacy 101

* (See attached documentation included in Secretary’s records.)

 **LOCAL HISTORY REPORT:** Included in Secretary’s records.

**6. UNFINISHED BUSINESS: None**

**7. NEW BUSINESS:**

* **Credit Card Policy Revision –** Mrs. Fording would like to add the Program Librarian as a credit card holder to the Credit Card Policy. The Program Librarian purchases quite a lot of program supplies and doing this would make purchasing easier. The Program Librarian will have a credit limit up to $2000.00 (See attached documentation included in Secretary’s records.)

**Resolution 2023-69. Be it resolved to add the Program Librarian as a Credit Card Holder with a limit up to $2000.00 in the Credit Card Policy effective November 20, 2023.**

Motion made by Mr. Wyse, motion seconded by Mr. Busdeker.

Motion carried by unanimous voice vote.

* **Staff/Board Christmas Party** – The Staff/Board Christmas Party will be held on December 15, 2023 at 6:30 pm at the Genoa facility.

**8. EXECUTIVE SESSION**

**Resolution 2023-70. Be it resolved to move into Executive Session at 7:36 p.m. to consider the promotion or compensation of a public employee. (ORC 121.22G1)**

Motion made by Mr. Busdeker, motion seconded by Ms. Farrell.

Roll call vote:

Mr. Busdeker – yes

Ms. Lawrence – yes

Mr. Weis - yes

Ms. Farrell – yes

Mr. Wyse – yes

Mr. Gladden - yes

Motion carried by unanimous roll call vote.

**Resolution 2023-71. Be it resolved to exit Executive Session at 7:48 p.m.**

Motion made by Mr. Busdeker, motion seconded by Ms. Farrell.

Roll call vote:

Mr. Busdeker – yes

Ms. Lawrence – yes

Mr. Weis - yes

Ms. Farrell – yes

Mr. Wyse – yes

Mr. Gladden - yes

Motion carried by unanimous roll call vote.

**9. ADJOURNMENT:** 7:49p.m.

**10. NEXT MEETING:** Monday, December 11, 2023 at 7:00 p.m. Genoa Branch Library Thackrey Room

Minutes recorded by Brianne Markley

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary Kent Weis-President